



## Human Resources

DATE POSTED: July 27, 2012

REQ. # 12-067

**REPOSTED: August 7, 2012**

### **NOTICE OF JOB OPENING**

**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**

**EQUAL OPPORTUNITY EMPLOYER**

**2300 Virginia Avenue Fort Pierce, FL 34982 – 5652**

**Telephone (772) 462-1546 Jobline (772) 462-1967**

**Fax (772) 462-2361**

**[www.stlucieco.org](http://www.stlucieco.org)**

This position must be posted for at least five (5) working days from 07/27/2012 Thru 08/02/2012 but will remain open until filled.

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| DEPARTMENT/DIVISION                              |
| HOUSING & COMMUNITY SERVICES / VETERANS SERVICES |
| POSITION AVAILABLE                               |
| VETERANS SERVICES OFFICER                        |
| # OF OPENINGS                                    |
| 1  |
| PAY RANGE  |
| \$13.09 - \$19.92 / HOUR                         |
| COMMENTS   |
| DRIVING POSITION                                 |

It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

## **VETERANS SERVICES OFFICER**

**SALARY: \$13.09 - \$19.97/hr**

**JOB CODE: 668**

**PAY GRADE 14**

**EFFECTIVE DATE: 09/1/2010**

### **MAJOR FUNCTIONS**

This is an independent position that is responsible for providing and/or overseeing programs or services for citizens and/or clients seeking assistance with veterans benefits.

### **KNOWLEDGE, ABILITIES, AND SKILLS**

#### **Knowledge:**

1. Knowledge of business English, public speaking, report writing and record keeping.
2. Specialized knowledge indicated below.

#### **Abilities:**

1. Provide and present information in an organized, interesting and understandable manner.
2. Establish effective working relationships with supervisors, external agencies, County staff, clients and the general public.
3. Understand and implement program requirements.
4. Work with minimal supervision to accomplish program or service goals effectively and efficiently.

#### **Skills:**

1. Intermediate proficiency in MS Windows and Office software (Excel, Word, and PowerPoint).
2. Communicate effectively, both verbally and in writing.

### **ESSENTIAL JOB FUNCTIONS**

1. Engage and work with the general public and/or clients to accomplish Veterans program goals.
2. Manage and/or deliver Veterans Services programs and services per County and program policies and procedures and/or grant requirements.
3. Maintain and monitor program data and records as required, including compliance with County and/or VA policies and procedures.
4. May train and/or supervise program staff.
5. Prepare and monitor Veterans Services program, budget and other reports as required.
6. Perform other related work as required, including administrative, fiscal or program support.
7. Maintain specialized knowledge in Veteran's Administration benefits and veteran rights with understanding of the laws, rules and regulations under federal and state statutes.
8. Advise and assist veterans or their dependents in presenting claims for disability compensation, pension, medical care, insurance, burial, vocational rehabilitation, loans, job counseling, and other claims for benefits.
9. Knowledge in accurately assembling documentation for claim validity, including affidavits, medical records, and other evidence.
10. Represent veterans before various officials to establish a claim.
11. Must be able to work a flexible schedule, which may include evenings and weekends.
12. Must maintain veteran confidentiality in accordance with HIPPA guidelines.

## ESSENTIAL PHYSICAL SKILLS

Good vision and hearing with or without correction. Use of both hands and fingers with dexterity. Occasional walking and standing is required.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Constant work inside the office in a sedentary posture.

**WORK HAZARDS** Possible vision or hand/arm dysfunction due to computer work.

**SAFETY EQUIPMENT USED OR NEEDED:** None

## QUALIFICATIONS:

1. Must be an honorably discharged veteran.
2. **Education:** Associate's Degree. Two years of comparable amount of training or experience in Veterans Services or a related service may be substituted for the minimum education qualifications; training and experience used to meet the education requirement cannot also be used to meet the experience requirement.
3. **Experience:** Two (2) years of responsible administration experience in veteran's affairs.
4. **License, Certification or Training:**
  - a. Valid Florida driver's license with a good driving record and the ability to drive.
  - b. Must successfully complete the Florida Department of Veteran Affairs annual certification and re-certification training program. Failure to successfully complete certification and re-certification will result in termination.

|       |             |        |              |
|-------|-------------|--------|--------------|
| Union | Non-Union ✓ | Exempt | Non-Exempt ✓ |
|-------|-------------|--------|--------------|

Revised 07/2012